DeKalb County Community Mental Health Board

2500 N. Annie Glidden Rd., Suite B, DeKalb, Illinois 60115

Finance Committee Agenda
March 5, 2024
6:30 p.m.
In-Person Meeting – Conference Room West

1. Call to Order

2. Approval of the agenda

3. Approval of Minutes
   a. Minutes from February 6, 2024

4. Office Report

5. Public Comment

6. March 2024 Claims Approval – Action Needed

7. Old Business
   a. Grant Year 2025 Grant Process
      i. Grant Application Evaluation Assignments
      ii. Agency Presentation Schedule

8. New Business
   a. RJS Award for Financial Literacy Applications: Action Needed
   b. YMCA Summer Staff Training Request: Action Needed
   c. NM/CSP Capital Improvement Request: Action Needed
   d. First Responder Family Wellness Program Funding Request – Action Needed
   e. Hope Haven Fund Reallocation Request – Action Needed

9. One-Year & Three-Year Plan Goals

10. Next Meeting date: April 2, 2024, at 6:30 p.m.

11. Adjournment
DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
FINANCE COMMITTEE
MINUTES OF MEETING
February 6, 2024

Committee Members Present: Jane Smith, Meghan Cook, Perry Maier
Office staff: Deanna Cada, Heaven Allen
Other Persons Present: Marilyn Stromborg (via Zoom)

1. Call to Order
Ms. Cook called the meeting to order at 6:45 pm

2. Approval of Agenda
Ms. Smith moved to approve the agenda, seconded by Mr. Maier. The motion passed unanimously.

3. Approval of Minutes
Ms. Smith moved to approve the minutes of the 01/16/2023 meeting, seconded by Mr. Maier. The motion passed unanimously.

4. Office Report
   a. Ms. Cada shared that she met with Betsy Hull. Ms. Hull offered to continue her services through the GY 2025 grant process.
   b. Ms. Cada discussed the “Still I Rise” Scholarship. Ms. Cada shared the full $5,000 will be sent to NIU, and then they will draw down when they have a recipient.
   c. Ms. Cada shared that there have been a couple of incidents of snafus with processing checks to larger facilities such as Ben Gordon and NIU. Mental Health Board Staff will continue to work through this process.
   d. Ms. Cada announced that the office purchased new chairs.
   e. Ms. Cada shared that she will be meeting with Elder Care to discuss a federal funding issue.
   f. Ms. Cada updated the committee on the client who received assistance.
   g. Ms. Cada shared with the committee that she will meet with the Community Foundation to continue the discussion of the shared services.

5. Public Comment
No Comment

6. Approval of February 2024 Claims Approval –*
   a. Ms. Cook moved to approve February 2024 Agency Claims for $242,329.26, seconded by Ms. Smith. The motion passed unanimously on a roll call vote. Ms. Smith-Yes, Ms. Cook-Yes, Mr. Maier – Yes
   b. Ms. Cook moved to approve February 2024 Office Claims for $342.93, seconded by Ms. Smith. The motion passed unanimously on a roll call vote. Ms. Smith-Yes, Ms. Cook-Yes, Mr. Maier – Yes

*Draft of claims were approved

7. Old Business
   a. Grant Year 2025 Grant Process
i. Updated Business Associate Agreements – Ms. Cada discussed the business associate agreement to cover confidentiality concerns with funded agencies. Ms. Cada shared that these will be distributed with the grant contracts.

b. Administrative Assistant Wage Correction – Action Needed – Ms. Cada discussed the wage correction for the Administrative Assistant Position. The committee discussed retroactive pay to January 1, 2024.

*Mr. Maier moved to approve the wage correction for the administrative assistant position ($21.62 per hour) retroactive to January 1, 2024, seconded by Ms. Smith. The motion passed unanimously on a roll call vote. Ms. Smith-Yes, Ms. Cook-Yes, Mr. Maier – Yes*

c. Hope Haven Psychiatry Issue – Update – Ms. Cada discussed that she received a final resolution with the psychiatry that found no fault, and the Mental Health Board will resume payments for Psychiatry with Hope Haven.

8. New Business

a. Professional Development Offering – Dr. Tim Wahlberg: Action Needed – Ms. Cada followed up with the committee regarding working with Dr. Tim Wahlberg, a national expert working with the neuro-divergent population.

*Mr. Maier moved to forward Dr. Wahlberg’s Quote for Engagement of $2,500 to the Full Board for approval, seconded by Ms. Cook. The motion passed unanimously on a roll call vote. Ms. Smith-Yes, Ms. Cook-Yes, Mr. Maier – Yes*

b. State of Illinois – Audit Threshold Requirement Changes: Possible Action – Ms. Cada discussed with the committee, with the rising cost audits, changing requirements that would not require organizations with a budget under $500,000 to complete a full audit.

*Mr. Maier moved to forward the State of Illinois-Adult Threshold Requirement Change to the Full Board for approval, seconded by Ms. Smith. The motion passed unanimously on a roll call vote. Ms. Smith-Yes, Ms. Cook-Yes, Mr. Maier – Yes*

c. Youth Outlook – Future Outlook Conference Request: Action Needed- Ms. Cada shared Youth Outlook will be holding a conference and would like to provide special project funding to support educational and professional development.

*Ms. Smith moved to forward the Youth Outlook conference request recommendation of $3000 for Credentialing to the Full Board for approval, seconded by Mr. Maier. The motion passed unanimously on a roll call vote. Ms. Smith-Yes, Ms. Cook-Yes, Mr. Maier – Yes*

9. One-Year and Three-Year Plan Goals - No Updates

10. Date of next meeting: March 5, 2024, at 6:30 p.m.

11. Adjournment

*Ms. Smith moved for adjournment, seconded by Mr. Maier. The motion passed unanimously.*

Respectfully submitted,

Meghan Cook, Committee Chair

Heaven Allen, Recording Secretary
Richard J. Schluter Fund for Professional Development in Financial Literacy – 2024

Application Due Date: March 1, 2024, at 12:00 p.m.

Richard J. Schluter Fund for Professional Development in Financial Literacy Application

The National Alliance on Mental Illness for Kane-South, DeKalb, and Kendall IL or NAMI KDK 02.22.2024

Name: Sara Gray
Title: Executive Director
Agency Address: 400 Mercy Lane, Aurora, IL 60506
Contact Phone number: 630-779-3226
Contact Email: sragray@namikdk.org
Agency Employed at/Representing: NAMI KDK
Intended use of Funds:
Porte Brown Not-for-Profit Accountant
A service and fee schedule for NAMI KDK is outlined below.

2024

Monthly maintenance of QBO including coding of transactions during the month, monthly reconciliation of bank accounts and payroll reports as well as production of monthly financial statements.

$450/month
Preparation of Form 990 and IL AG990 for NAMI KDK

$1,900

Description of Class/Mentoring/Course/Product: NAMI KDK has been using Porte Brown for over a year. They have prepared our 990 and IL AG990. They have completed an informal audit every quarter. We have grown our grants and fundraising. We want to expand our services of Porte Brown each month. We want to become prepared so if we transition to needing an audit we will be prepared.

Amount requested: $7,300

The goal of Professional Development:
The goal of implementing professional not-for-profit accountants for NAMI KDK is to build financial health and stability. These accountants will analyze financial data, and advise NAMI KDK’s financial decisions from a nonprofit perspective.

Have you received funds from the Richard J. Schluter Fund in the past?  □ Yes  □ No
If so, when?

Has your agency previously received funds from the Richard J. Schluter Fund?  □ Yes  □ No
If so, when?

Return the Completed Application by 12:00 p.m. on March 1, 2024, by mail, email, or fax to:

Deanna Cada, Executive Director
DeKalb County Community Mental Health Board
2500 N. Annie Glidden Road, Suite B
DeKalb IL 60115
Email: dcdada@dekalbcounty.org

Fax: 815-899-6708
Nonprofit Accountants & Advisors

WHY PORTE BROWN?

Why Porte Brown?

EXPERIENCE.

Porte Brown has a long history of working closely with its not-for-profit organizations to aid the board in its oversight by providing audit and tax services, as well as a variety of additional consulting and education opportunities for its not-for-profit organizations. Our team is highly experienced in meeting the special requirements of not-for-profit organizations. Client relationships tend to be long term, and our services generally anticipate rather than react to organizational needs. Porte Brown’s seven decades of success stem from a documented track record of satisfied clients.

Good fit -- Porte Brown is highly responsive, knowledgeable. I feel I am in safe hands.
— Doug O., Porte Brown Nonprofit Client

INSIDE PUBLIC ACCOUNTING
BEST OF THE BEST FIRMS 2022

For the 3rd year in a row, Porte Brown has been named "Best of the Best."
A distinguished Inside Public Accounting award.

WE KNOW NONPROFITS

Active Industry Association: PrimeGlobal
Porte Brown is a proud member of PrimeGlobal – one of the top five largest associations of independent accounting firms in the world, providing a wide range of tools and resources to help member firms furnish superior accounting, auditing, and management services to clients around the globe.
Understanding Your Organization and Its Needs

Porte Brown LLC has a long history of working closely with its not-for-profit organizations to aid the board in its oversight by providing audit and tax services, as well as a variety of additional consulting and education opportunities. The following provides you with more detail about our organization and how we can specifically meet the needs of NAMI KDK as it continues to provide mental health education, support and advocacy for individuals, family members, and communities in Kane- South, Dekalb and Kendall Counties.

Porte Brown is highly experienced in meeting the special requirements of not-for-profit organizations. Client relationships tend to be long term, and our services generally anticipate rather than react to organizational needs. Porte Brown’s seven decades of success stem from a documented track record of satisfied clients. This year, Porte Brown won ClearlyRated's Best of Accounting Award for providing superior service to their clients. The Best of Accounting Award winners have proven to be industry leaders in service quality based entirely on ratings provided by their clients. On average, clients of 2022 Best of Accounting winners are 60% more likely to be satisfied than those who work with non-winning firms. Porte Brown received satisfaction scores of 9 or 10 out of 10 from 85.3% of their clients, significantly higher than the industry's average of 53% in 2021. "Porte Brown works extremely hard to make client service a top priority, and we are honored to be recognized for our efforts in this way," said Joe Gleba, Porte Brown's Chief Executive Officer/Managing Partner.

Our overriding goal is to partner with NAMI KDK and to provide support and guidance towards greater mission impact. While audit and tax services may be sought because they are required, we aim to take the next step in the relationship and service with recommendations and insights gained from our experience which would be applicable and beneficial to your Organization.

Firm Philosophy in Providing Audit & Tax Services to Not-For-Profit Organizations

Our firm consists of twenty-two partners, thirty-two managers and supervisors, thirty-nine staff professionals and twenty support personnel. With locations in Elk Grove Village, Elgin, McHenry, and Tinley Park, our firm is able to provide local services to its clients throughout the Chicagoland area. Whatever your needs, our firm has the depth and breadth of experience to help you reach your financial objectives.

Porte Brown was founded in 1946, and for the last 75 years the not-for-profit industry has been a significant part of our business. Involvement and leadership come from experience. Porte Brown has been involved, serving as management consultants, for a number of social-service organizations and other not-for-profit clients. Leadership has been exemplified through the many seminars we have been asked to present to our not-for-profit clients on a variety of subject areas unique to them, as well as for a variety of not-for-profit development organizations.
Firm Philosophy in Providing Audit & Tax Services to Not-For-Profit Organizations

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Porte Brown currently services over 350 not-for-profit organizations. Social service organizations make up 42% of the annual audit and review engagements performed for our not-for-profit clients on an annual basis. We know that not for profit organizations face a number of challenges beyond complex tax and audit reporting requirements. At Porte Brown we bring our knowledge in grant compliance, required reporting, and recognition factors to provide expert service to our clients. In addition, we consider best practices and industry trends we are seeing with our other clients to provide feedback and insight to the organizations we work with on a regular basis.

Porte Brown strives to take a big picture approach to working with our not-for-profit clients. We take the time to understand the organization and apply our breadth of knowledge and depth of experience to offer the best possible solutions and counsel.

Porte Brown is a well-established firm widely known for its timely services and for not filing extensions. Fully networked internally and online with major research and information services, Porte Brown utilizes the latest computer technology to increase efficiency and to keep costs down. We are also experienced in duplicating these financial hardware and software systems within client organizations.

Industry Involvement

Porte Brown and our employees are active members of the community, industry organizations, and professional accounting associations. We are members of a number of Chambers of Commerce and industry organizations spanning the multiple practice areas in which we operate. Our involvement with the following organizations provide a forum for sharing ideas and resources in order to provide benefits to our non-profit clients in a consistently superior manner:

- American Institute of Certified Public Accountants
- Association Forum of Chicagoland
- Association of Fundraising Professionals
- Illinois CPA Society
- Association of Consultants to Nonprofits
- Forefront
- OrgCommunity
- PrimeGlobal
**Cost Schedule and Considerations**

A service and fee schedule for NAMI KDK is outlined below.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly maintenance of QBO including coding of transactions during the month,</td>
<td>$450/month</td>
</tr>
<tr>
<td>monthly reconciliation of bank accounts and payroll reports as well as production</td>
<td></td>
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<tr>
<td>of monthly financial statements.</td>
<td></td>
</tr>
<tr>
<td>Preparation of Form 990 and IL AG990 for NAMI KDK</td>
<td>$1,900</td>
</tr>
</tbody>
</table>

**Expertise With QuickBooks Online**

Intuit has continued to develop its QuickBooks Online product and it is a growing platform for not for profit organizations. All proposed team staff are familiar with working in the program on a regular basis. Our team has familiarity and expertise with custom and automated reporting, utilization of classes for tracking, and enhancing automation through QBO rules. This expertise and knowledge allows for our team to be able to provide the Organization with expert advice based on not only knowledge of the product but also best practices as implemented by our numerous not-for-profit organizations on the QuickBooks platform.

**Our People**

An organization is only as good as its people and ours are among the best. Services to NAMI KDK will be provided by experienced professionals who are proven experts in business tax accounting and auditing. Their technical skills are continually updated through ongoing professional education.

Our firm consists of twenty-two partners, thirty-two managers and supervisors, thirty-nine staff professionals and twenty support staff personnel. Whatever your needs, our firm has the depth and breadth of experience to help you reach your financial objectives.
Our Knowledge Base Extends Beyond Our Own Staff

While Porte Brown LLC focuses significantly on the development and knowledge of its employees, we are also a member of PrimeGlobal, a global association of independent accounting firms, which allows us to have access to an expanse of experts on a multitude of accounting and industry areas. PrimeGlobal is one of the top five largest associations of independent accounting firms in the world. As of July 2021, the association is comprised of 308 highly successful independent public accounting firms in 101 countries. PrimeGlobal provides its independent member firms with tools and resources to help them furnish superior accounting, auditing, tax and management services to clients around the globe.

Through PrimeGlobal independent member firms offer the strength and capabilities of a large, worldwide organization with technical depth and geographic reach impossible for a local firm alone.

Existing or Potential Relationships

Porte Brown LLC is independent of NAMI KDK as defined by the US General Accounting Office's Government Auditing Standards (1988), as amended to current. Porte Brown LLC assures its independence by following our rules as outlined in our firm's Quality Control Document. These rules include, but are not limited to, completing a detailed independence checklist on all new audit clients and approval by all Partners. Porte Brown LLC is not aware of any existing or potential relationships with any employee or officer of Association of Rotational Molders International.

Next Steps

1. Please read the contract to make sure you understand all the details involved with us working together. It's really important to us that everything is transparent and understood from the beginning so that we lay a solid foundation for a great working relationship.

2. If you have any questions at all, please let us know. We're happy to clarify any points and there may be some items that we can sort out together. We're committed to finding the best way to work together.

3. If you'd like to speak to us by phone, don't hesitate to call us at 847-956-1040.

Kate Fish
NAMI KDK

Megan Angle
Porte Brown LLC
Signature Certificate

Reference number: BKBR6-DCLZF-A7CED-BMKHD

Signer | Timestamp | Signature
---|---|---
Kate Fish | 30 Jan 2024 15:38:08 UTC | Kate Fish
Email: kate@gracefultherapy.com
Sent: 30 Jan 2024 15:42:43 UTC
Viewed: 30 Jan 2024 15:56:27 UTC
Signed: 30 Jan 2024 15:42:43 UTC

Recipient Verification:
✓Email verified
30 Jan 2024 15:42:43 UTC

Document completed by all parties on:
30 Jan 2024 15:56:27 UTC

Page 1 of 1

Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 50,000+ companies worldwide.
Richard J. Schluter Fund for Professional Development in Financial Literacy – 2024

Application Due Date: March 1, 2024, at 12:00 p.m.

The purpose of the Richard J. Schluter Fund for Professional Development in Financial Literacy is to assist DCCMHB partner agencies’ nonprofit staff members and board members in developing financial literacy in the area of Nonprofit Management.

This fund reflects the generosity and expertise of Richard J. Schluter, a long-standing DeKalb County Community Mental Health Board Member and Finance Committee Chairman. Dick worked as a CPA and financial consultant for many years, and after retirement, he served his community as an active Mental Health Board member. Dick worked as a financial turnaround consultant for companies in numerous industries, including nonprofits, that needed assistance. Dick was committed to financial excellence and developing financial literacy in staff at agencies funded by the Mental Health Board.

Dick passed away on September 22, 2019. May his memory inspire those who strive for excellence and life-long learning.

The proceeds of this fund will be used to pay the costs for nonprofit staff and board members to participate in professional development activities specific to developing financial literacy in the area of Nonprofit Management, such as mentoring, attending professional development workshops, classes, conferences, or covering the cost of financial literacy software/equipment. The funding maximum is $1,500.

Eligibility

1) Be a full-time employee in good standing or a board member in good standing of a nonprofit agency funded by the DeKalb County Community Mental Health Board and have served at least one year (12 months).

General Guidelines

1) Interested parties must complete an application to be considered for an award.
2) Organizations and their staff or Board Members can receive the award once every three years. Only one application from the organization should be submitted.
3) The award can be applied to registration, tuition, class, software/equipment costs, or other financial literacy costs.
4) The Fund will not replace monies due to failure to utilize funds or missed deadlines.
5) Awarded funds will not be paid to the recipient. Awarded funds will be paid to the provider of service/class/vendor OR organization the individual recipient represents.
Funding Ideas – *this is not an exhaustive list, and the application does not have to include one of these options:*

- Mentoring
  - QuickBooks installation and or Review
  - Internal/ External Report Setup and training
  - Forefront Financial Services (Converge Consulting)
- Professional Development Workshops
- Classes and Conferences
- Financial Literacy Software
  - Professional Payroll Services
  - QuickBooks software purchase/subscription

**Richard J. Schluter Fund for Professional Development in Financial Literacy Application**

Information can be provided in a separate document:

Name: Ellen Rogers
Title: Chief Development Officer
Agency Address: 1606 Bethany Road
Contact Phone number: 815 656-2581
Contact Email: erogers@vack.org
Agency Employed at/Representing: Voluntary Action Center of Northern Illinois

Intended use of Funds:
- Training for Staff and Board in the development of the agency’s fundraising strategies.

Description of Class/Mentoring/Course/Product:

The training will include a retreat to be facilitated by a consultant specializing in board and staff development in the arena of fundraising, specifically general giving, major gifts, capital campaigns, memorials and bequests and other avenues of support.

In order to continue to meet the need for the services provided, VAC must broaden its revenue base. In January 2024, the VAC Board of Directors have committed through its strategic plan increasing development activities for the Board and staff in order to reduce reliance on governmental funding, ensure financial stability and increase ability to meet growing need for service.

Amount requested: $1,500.

The goal of Professional Development:

Increase the financial viability of the agency and meet growing need for services by increasing the generation of revenue through the fundraising activities of Board members and staff. To this end, the goal of the training is to advance board and staff development activities, develop the fundraising toolkit, which provides the roadmap for communication of need, approaches to prospective and current donors and developing strategies for specific campaigns.

Have you received funds from the Richard J. Schluter Fund in the past? □Yes  ✓ No

If so, when? N/A

Return the Completed Application by 12:00 p.m. on March 1, 2024, by mail, email, or fax to:
Richard J. Schluter Fund for Professional Development in Financial Literacy Application

Name: Amy Morris
Title: Chief Operating Officer/Development Director
Agency Address: 115 N First Street, DeKalb, IL 60115 / 202 Market Street, Rockford, IL 61107
Contact Phone Number: 815-756-3202 (DeKalb office); 779-774-1022 (Amy Morris Direct Line)
Contact Email: Amorris@rampcil.org
Agency Employed at/Representing: Regional Access & Mobilization Project, Inc. (RAMP)

Intended use of Funds: RAMP currently uses a variety of software and payment options which creates inefficiencies with purchasing items such as T-shirts at our events, auction items, raffle tickets, and other “day of event” activities that generate revenue. Additionally, we currently use an antiquated way of accepting credit cards over the phone which takes up administrative time and impacts confidentiality and safeguarding of credit card information.

With your support, we intend to purchase a Square terminal, iPad, and iPad Keyboard, for easy Point of Sale purchases, donations, check-in, and financial reporting at remote events.

- Square Terminal - $300
- iPad Air - $599
- iPad Keyboard - $299
- iPad Case - $79

Additionally, we would like to request QuickBooks training for our Development Associate, Accounting Clerk, and Chief Financial Officer.

- QuickBooks Training - $95 each for 2 hours training x 2 people
  https://grant-foundation.org/quickbooks-class/

Please note, we are open to other QuickBooks training recommendations either online or in person such as Converge Consulting.

Description of Class/Mentoring/Course/Product:

1. Square - Square offers a range of tools and services that can help RAMP be more efficient with special events and accounting:
   a) **Point of Sale (POS) Systems**: Square provides POS systems that streamline transactions during special events. With features like inventory management, real-time reporting, and customizable checkout options, RAMP can efficiently process sales and track revenue.
   b) **Square for Events**: Square offers specialized tools for event management, allowing RAMP to create custom event pages, sell tickets online, and manage guest lists. This simplifies the ticketing process and provides valuable data for planning future events.
c) **Square Invoices:** For accounting purposes, Square’s invoicing system can automate billing processes. RAMP can easily create and send invoices, track payment status, and manage client accounts, reducing administrative overhead.

d) **Square Analytics:** Square provides robust analytics tools that offer insights into sales trends, customer behavior, and inventory performance. RAMP can leverage this data to make informed decisions about event planning, marketing strategies, and inventory management.

2. **iPad Air, keyboard, and case:** An iPad Air can be incredibly helpful at fundraising events in several ways:

   a) **Mobile Donations:** Set up mobile donation stations where attendees can easily make contributions using various payment methods. This can streamline the donation process and make it more convenient for donors and financial reporting post-event.

   b) **Interactive Displays:** Create interactive displays showcasing RAMP’s mission, projects, and impact. This can help engage attendees and encourage them to learn more about your cause, potentially leading to increased donations.

   c) **Event Registration and Check-in:** Event registration and check-in, allowing us to efficiently manage attendee lists and gather important information about our supporters, making the pre-event and post-event financial reporting and invoicing more efficient.

   d) **Digital Silent Auctions:** Facilitate digital silent auctions, allowing attendees who do not have smart phones (believe it or not, some still do not!) to browse items, place bids, and pay electronically. This can increase participation and raise more funds for RAMP while decreasing the amount of post-event follow up for payment of items which often times leads to loss of revenue.

3. **QuickBooks Training:** This complete training class is designed to quickly teach the fundamental elements and best practices of QuickBooks to help you avoid mistakes, find answers to accounting problems and improve cash flow. This class requires no previous experience or technical background and is perfect for those of all comfort levels.

  **Amount requested:** $1467

**The goal of Professional Development:**

**Goal #1:** By integrating Square and iPad tools and services into our operations, RAMP will streamline event management, improve accounting efficiency, and focus more on delivering exceptional experiences to our supporters and participants.

**Goal #2:** QuickBooks training will empower our new Accounting Clerk with the knowledge and skills needed to assist our CFO in maintaining financial health, comply with regulations, make informed decisions, and support sustainable growth while ensuring we have a solid succession plan of staff fluent in our accounting procedures should there be a short-term or long-term absence or change in positions. The purpose of our CFO also participating, who is already trained in QB, is to be knowledgeable of what is being taught for consistency in training and follow through with staff.

Have you received funds from the Richard J. Schluter Fund in the past?  □ Yes  □ No

If so, when? N/A

Has your agency previously received funds from the Richard J. Schluter Fund?  □ Yes  □ No

If so, when? N/A
Partnership Agreement

Adventure Works is pleased to partner with you to provide professional development. Adventure Works is a for-purpose organization supported through grants, private donations, and fees for professional services.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Kishwaukee YMCA</th>
</tr>
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<tbody>
<tr>
<td>Billing Address</td>
<td>2500 Bethany Rd, Sycamore, IL 60178</td>
</tr>
<tr>
<td>Billing Contact Name</td>
<td>Aaron Confer, Youth Development Director</td>
</tr>
<tr>
<td>Billing Contact Phone</td>
<td>815.376.5406</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:pconfer@kshymca.org">pconfer@kshymca.org</a></td>
</tr>
</tbody>
</table>

- **Roundtrip Distance from AW**
  - [ ] >1 Mile
  - [ ] 1-5 Miles
  - [ ] 5-10 Miles
  - [ ] 10-15 Miles
  - [ ] 5-20 Miles
  - [ ] 20-25 Miles
  - [ ] 25-30 Miles
  - [ ] If < 30 Miles: ________ (Total Mileage)

- **General Description of Services to be Performed by AW:**
  Team building and experiential program focused on building staff capacity for trauma informed work with youth, mental health awareness and ways to deal with challenging behaviors.

- **Date of Service**
  - Jun 2, 2023

- **Length of Service**
  - 2 hours 3 pm-5 pm

- **Type of Group**
  - Staff development

- **Location of Service Delivery**
  - Kishwaukee YMCA

- **Anticipated # of participants**
  - 50

- **Facilitators/AW Staff**
  - Katie Watts

- **Total Amount**
  - $2100 (non-profit community partner rate)

- **Additional Info.**

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Adventure Works: Transforming lives through adventure therapy and experiential learning

1211 Sycamore Rd. Dekalb, IL 60115 815.517.0825
DCCMHB Off-Cycle Funding Request
On behalf of DeKalb Behavioral Health Foundation, Inc
dba Northwestern Medicine Ben Gordon Center

Request/Project purpose:
Improvements to the Community Support Program bathrooms to prevent harm to clients. The Community Support Program is located at 631 S. 1st St. DeKalb, IL. This program/location supports children, adolescents, and adults with severe mental illness. This location also provides services to adolescents and adults suffering from substance use disorders.

Project Need:
Replace the existing vanities and cabinets to create a safe space for clients. Based on the conditions of the bathrooms, they cannot be properly cleaned, and the sharp edges of the laminate could be used to inflict harm on a client (pictures attached). Once the proposed fixes are completed, the bathrooms can be properly cleaned and no longer pose a risk of harm to our clients.

Project Timeline including Project start and completion dates, external factors that affect the timeline and dates for major milestones:
Start date: ASAP; Completion date by 2/20/24 — urgency due to risk to clients.

Describe the Fundraising Plan:
Requesting off-cycle funding from DeKalb County Mental Health Board (DCCMHB). Ben Gordon Center plans to cover cost initially due to urgency of need. Therefore, we are requesting the funds be sent directly to Ben Gordon Center.

Total Budget and Amount Requested From the DCCMHB:
$5,950.00 (quote attached)
## Proposal

**Date** | **Proposal #**
---|---
2/7/2024 | 7322

### Name / Address
Northwestern Memorial Healthcare
Accounts Payable
PO Box 13776
Philadelphia PA 19101-3776

### Ship To
Northwestern Healthcare
631 South 1st Street
DeKalb, IL

<table>
<thead>
<tr>
<th>Bob Hill</th>
<th>630.315.8938</th>
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<table>
<thead>
<tr>
<th>Quantity</th>
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<tbody>
<tr>
<td>2</td>
<td>Solid Surface Countertops with Integral Sinks</td>
<td>2,500.00</td>
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<td>2</td>
<td>Plastic Laminate Handi Cap Vanity Cabinets</td>
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<td></td>
<td>Installation and Delivery</td>
<td>1,500.00</td>
</tr>
</tbody>
</table>

**Total** $5,950.00
First Responder Wellness Program Utilization Report
January 2024

Six DeKalb County First Responder Departments utilize the program.
DeKalb County Sheriff’s Office
DeKalb Police Department
DeKalb Fire Department
Sycamore Police Department
Sycamore Fire Department
Shabbona Fire Department – Recently added, no utilization to date.

Original Funds Allocated: $35,000.00
Spent to Date 1/4/2024: $23,715.00
1/4/2023 Balance: $11,285.00

<table>
<thead>
<tr>
<th>Department</th>
<th>Number Served</th>
<th>Total Funds Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeKalb County Sheriff’s Office</td>
<td>1</td>
<td>$600.00</td>
</tr>
<tr>
<td>DeKalb Fire Department</td>
<td>11</td>
<td>$9,685.00</td>
</tr>
<tr>
<td>DeKalb Police Department</td>
<td>4</td>
<td>$4,645.00</td>
</tr>
<tr>
<td>Sycamore Fire Department</td>
<td>7</td>
<td>$4,350.00</td>
</tr>
<tr>
<td>Sycamore Police Department</td>
<td>11</td>
<td>$4,435.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>34</strong></td>
<td><strong>$23,715.00</strong></td>
</tr>
</tbody>
</table>

Six Providers are utilized for the FRWP
Centennial Counseling – St. Charles Office
Dr. Carrie Steiner – First Responder Wellness Center
Jada Hudson – Hudson Clinical Counseling
Jennifer Murphy – Grounded in Healing
Kristy McKinney – KM Institute
Melissa Joseph – Sugar Grove Wellness

<table>
<thead>
<tr>
<th>Provider</th>
<th>Number Served</th>
<th>Total Funds Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centennial Counseling</td>
<td>1</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>First Responder Wellness Center</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Jada Hudson</td>
<td>9</td>
<td>$5,505.00</td>
</tr>
<tr>
<td>Jennifer Murphy</td>
<td>2</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>KM Institute</td>
<td>9</td>
<td>$5,475.00</td>
</tr>
<tr>
<td>Sugar Grove Wellness</td>
<td>13</td>
<td>$7,335.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>32</strong></td>
<td><strong>$23,715.00</strong></td>
</tr>
</tbody>
</table>
First Responder Wellness Program Request – March 2024

In November 2020, the First Responder Wellness Program was developed in partnership with the Sycamore Police Department. Since that time, six DeKalb County First Responder Departments have signed on and utilized the program. (See attached report). The program started with an initial amount of $35,000.00. As of February 28, 2024, the balance is $7,435.00. The Departments are utilizing approximately $2,000.00 per month, and at this rate, the funds will be fully expended in less than four months.

Due to the confidential nature of the program, it is difficult to get feedback from the first responders who utilize the program, but here are testimonials regarding the value of the program received from the service providers:

I do hope you are able to get the funding needed to keep the DeKalb County First Responder Program going.

I believe I was one of the first providers working towards having accessible mental health treatment available to first responders in Dekalb County.

Your program is innovative and shows that you are making the health of our first responder population a priority. As you know this is a high stress occupation and quality confidential mental health treatment is a must for all first responders. First Responders are the backbone of our communities and they need to be taken care of.

I have told so many government officials about this unique and creative program as I truly feel that it is a model for other communities. Please let me know if I can be of any assistance to keep this quality program going.

Much Respect,
Jada Hudson

Dear DeKalb County Community Mental Health Board,

For the past several years, I have experienced the privilege of being a selected provider of the First Responder Wellness Program. Throughout this time, I have consistently witnessed first responders improve their mental wellness, experience decreased mental health stigma, decreased financial duress due to counseling being 100% covered, and observing them recommend these services to their peers. I am extending this message in hopes to advocate for continuation of funding for this important program. Additionally, as the wife of a police officer, I know personally and professionally the importance this program serves for our first responders. Thank you for your consideration of this matter, and thank you for all that you have done to implement this program for your first responder community!

With Gratitude,
Dr. Kristy McKiness

Hello, as a proud provider who is a part of the First Responder Wellness Program, I have had extensive experience with working with the firefighters and police of Dekalb County. I cannot say enough good things about this program and how more counties should have this type of program to offer first responders and their families the help and support they need.

I have had the pleasure of speaking about mental health at Sycamore Fire Department and Dekalb Fire Department. The guys have had a chance to get to know me on a different level but what helped is talking openly with the guys about the program and being able to explain the process. The feedback from them has been beneficial to understand. They like the extra layer of confidentiality of them being a number and only their therapist knowing their name. They have
benefited from me talking about their wives and children in the home getting the help they need. I have referred a few for couples work who are struggling, as well.

The influx of clients I have had who have come forth, even to utilize the program for a few sessions has been phenomenal. I am so proud of the first responders and their families who have wanted to openly work on themselves and I have seen great results.

I am openly asking for continued funding to support this program and the clients it serves. Even in this past year and a half I have seen so many come forward for help and be thankful for their therapy being free.

I am going to leave you with a story that some might be familiar with. I had the opportunity to work with Sycamore Fire Department so closely during the recent loss of their fellow fireman in December. This was a tough loss for them. Without the wellness program, some would not have come forward to work on their grief. I debriefed with them and it brought us all closer. They appreciated seeing me at the funeral and a familiar face. They are openly wanting the help and accepting of it. So not only has this program brought me closer to the clients I serve, but it has allowed me to form a bond and trust with my departments. And they are very appreciative from what they have shared with me.

Thank you for your time,

Melissa Joseph, LCSW (Sugar Grove Wellness, LLC)

Here is support from the administration of the Departments involved in the program:

Hello Deanna!

Here is the signed MOU. I cannot thank you enough for this opportunity and the ability to share it with my staff here at the Sheriff’s Office! Having the ability to speak with someone in a confidential atmosphere is something that I do believe almost everyone will be excited about and will have faith in the process and get help if they need it. I will get this information out to everyone.

Thank you for the important work that you do for all of us!

Thank you Deanna. I’m sorry I’m getting back to you late. In light of the recent deaths, there may be an uptick in needs, but we can’t thank you enough for providing funds to help all of our members!

Sent from my iPhone

Wow! I’m so glad to see the number of personnel using this service!

Thanks for the update.

Have a good day!

Signed MOU is attached.

Thanks again, Deanna – the support from you and the DC MHB is truly amazing!!

I am proposing an additional $30,000.00 to continue supporting this valuable and unique programming. The additional funding should allow for up to 2 years of continued service. I recommend revisiting the need and value of the program at that time.
Hope Haven of DeKalb County, Inc.
“Serving the homeless & the community for over 30 years”

Hope Haven’s reallocation request for unused funds from the Clinical Department grant.

Attached is the budget for a request for reallocating the funds from the Registered Nurse position that we tried, unsuccessfully, to fill.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$9,108</td>
<td>Cecilia (case manager) The case manager would be used to oversee clients, especially the SRO clients, fill their medication boxes, report to Suzie with any issue that Dr. Marquez needs to be made aware of.</td>
</tr>
<tr>
<td>$2,217</td>
<td>Suzie (Therapist) Suzie has taken on extra responsibilities in working with Dr. Marquez and our clients to ensure everyone’s needs are met.</td>
</tr>
<tr>
<td>$5,794</td>
<td>Lesly (Ex. Director) Lesly oversees Suzie’s duties and has been taking on the overflow of therapy for a few residents.</td>
</tr>
<tr>
<td>$4,085</td>
<td>Mary (Financial Assistant) Mary prepares all reports monthly for reporting purposes, allocations, and helping prepare this request and next FY grant applications for MHB.</td>
</tr>
<tr>
<td>$3,000</td>
<td>Repairs &amp; Maintenance Help offset the costs of Repairs at the shelter such as 2 new washing machines since both of ours broke down and repairs to the big shelter fridge doors.</td>
</tr>
<tr>
<td>$3,000</td>
<td>Site Supplies Help offset the costs of Site Supplies at the shelter such as cleaning supplies, kitchen hair nets, gloves, etc for serving food, ink for the case managers printers, and a new printer to replace a broken one.</td>
</tr>
<tr>
<td>$5,718</td>
<td>Utilities Help offset the costs of the Utilities here at the shelter such as the ComEd, Nicor, garbage, and Alarm charges.</td>
</tr>
<tr>
<td>$32,922</td>
<td>TOTAL AMOUNT REQUESTED FOR REALLOCATION</td>
</tr>
</tbody>
</table>

Thank you for considering this request for grant reallocation.